

# INTERNSHIP PERFORMANCE EVALUATION



# EXCEL

CAREERS FOR ADVANCED PROFESSIONAL STUDIES

Date:

Intern Name:

Person Completing Evaluation:

Using a 5-point scale, please rate yourself/intern on each of the competencies below.

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|---|--|--|--|--|
| <p><b>5 Exceeds</b><br/>Consistently exhibits and models the behavior above and beyond expectations</p> | <p><b>4 Fully</b><br/>Consistently exhibits and often exceeds the behavior as expected</p> | <p><b>3 Appropriately</b><br/>Consistently exhibits the behavior as expected</p> | <p><b>2 Minimally</b><br/>Seldom exhibits the behavior as expected</p> | <p><b>1 Not Demonstrated</b><br/>Does not exhibit the behavior as expected or has not had adequate time to demonstrate</p> |
|---|--|--|--|--|

Competency	Description	Score/Feedback
<b>Independent Learner</b>	<i>Knows how to locate and use information. Absorbs new information quickly. Demonstrates essential skills necessary to continue to learn and apply knowledge to accomplish goals.</i>	
<b>Adaptable Problem-Solver &amp; Decision Maker</b>	<i>Thinks independently and creatively. Sets and achieves goals. Analyzes and evaluates solutions. Takes informed and calculated risks for improvement and growth. Manages change. Asks pertinent questions which yield the information needed.</i>	
<b>Leadership Factors</b> exhibited through these characteristics	<i>Demonstrates commitment, aspiration, informal leadership. Shows willingness to take informed and calculated risks for improvement and growth. Influences others positively.</i>	
<b>Productive Quality Worker</b>	<i>Consistently delivers a quality result with proper time and attention to detail, working cooperatively with others as needed. Makes a practice to follow up on things to be sure they get done.</i>	
<b>Accountability</b>	<i>Practices ethical decision making, manages time well, takes responsibility for personal actions, and acknowledges role in results whether positive or negative. Looks for opportunities to improve individually and as a team.</i>	
<b>Communication</b>	<i>Communicates ideas and needs in written and verbal context. Able to listen for meaning and effectively interprets others' written and verbal communications.</i>	
<b>Professionalism</b>	<i>Follows the workplace dress code, uses technology in an appropriate manner, and abides by company's code of conduct.</i>	